



vision

Office Of The City Secretary

Mission Statement:

To serve as the professional link between the citizens, the local governing bodies and agencies of the government at all levels in a neutral and impartial manner, rendering equal service to all.



City Secretary's Office Staff

City Secretary – Carole Ehrlich

Assistant to the City Secretary – Jacky Casey

Records Analyst – Stephanie Storm

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City Council

- Compile all City Council agenda packets
 - Council started using iPads one year ago in lieu of receiving paper copies of the agenda packet
 - 43,940 pages have been saved = 9 boxes of paper
- Council meeting minutes
- Attest and archive all ordinances & resolutions
- Post all open meetings agendas (72hrs)
- Retain and file all legal publication affidavits



Elections

- Call of Election & Prepare contract for elections administration.
- Receive all campaign finance reports
- Prepare and process all candidate information packets, petitions, sample ballots and filing paperwork
- Prepare canvass of results and oaths to newly elected candidates



Boards & Commissions

- Receive and process all applications
- Organize and schedule all interviews with the Council Interview Panel
- Update logs of all current and newly appointed members
- Train board members – conflict of interest, open meetings and records retention.
- Administer oaths of office for new members



Online Resources

- Apply for Boards & Commissions
- Search City records such as minutes, agenda packets, ordinances, and resolutions
- Listen to audio from City Council meetings
- Submit public information requests

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Records – PIO & Records Management Officer

- Compliance with the state retention schedule
- Electronic Records Software - Laserfiche
 - The first document scanned was on 04/13/2005
 - About 566,000 pages have been scanned into the system
 - 8 departments are actively using on a daily basis



RECORDS MANAGEMENT

- Responsible for submissions of all annual department inventory lists and destruction logs
- Updates to the Records Management Policies Manual and State Schedules
- Assistance to departments for retention issues

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Public Information

- City Secretary is the Public Information Officer for Records
- Comply with the Public Information Act and State Library and Archives
- Correspond with the Attorney General's office
- Policy- Handle all Public Information Requests on a priority basis whenever possible



Other Responsibilities

- Certify all petitions for elections, referendums, recalls, local options and initiatives
- Council/vendor conflict of interest forms
- Codifications & supplements for City of Wylie Code of Ordinances Annually
- Receipt of claims against the City
- Track proposed state legislation and state agency agendas

PUBLIC ART



WHY PUBLIC ART?

The Impulse to create makes us human

- Records our history
- Marks our territory
- Builds community
- Inspires thinking/questions

Wylie Public Art Program

- Established by Ordinance 2006-37 on June 13, 2006
- An annual designation of 1% of all CIP Projects will be designated for art
- A seven-member citizen Public Art Board oversees the Public Art Program with Staff support

Public Art Advisory Board

Board Members

Stewart Matthews, Chair

Kathy Spillyards, Vice Chair

Gaynell Reed

DeeAnn Ross

Deya Harris

Jim Lenox

Susan Spurgin

Actions Required by Ordinance

- Establish a set of bylaws
- Make recommendations to the City Council through a Public Arts Guidelines Plan; artist selection juries and process; commission and placement of artworks; and maintenance and removal of artwork

How it works

- Public Art Board appoints an Artist Selection Committee
- Public Art Board reviews and acts on the recommendations of the ASC
- Contracts and final art goes to City Council for final approval
- Public art is integrated and cataloged in the Wylie Public Art Collection

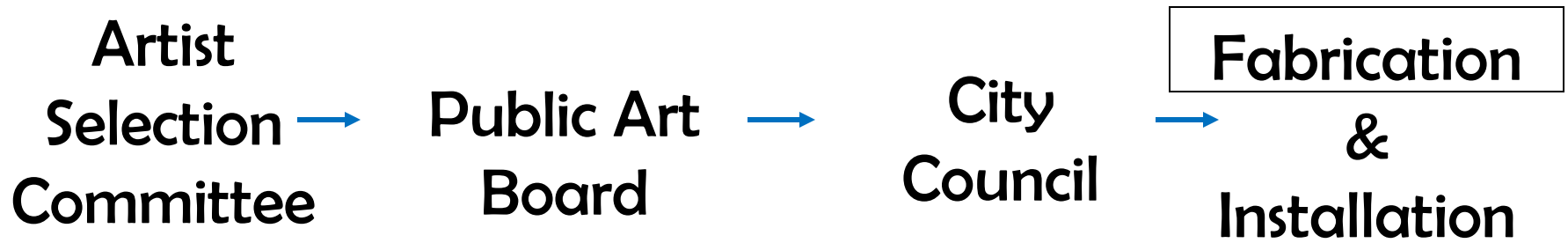
Typical Artist Selection Committees

- Composition:
 - One member of the Public Art Board
 - Stakeholders – Board Member
 - Residents – Community leaders
 - Those with art and/or design backgrounds
- Project manager and architect often serve as Ex-officio members

What they do...

- Review image slides from interested artists
- Select finalists for interview or to solicit a proposal
- Conduct interviews and/or review final proposals
- Make recommendation to the Public Art Board (PAB)

Multi-tiered process



Installed CIP Projects



Fire Station #3

- "100 YEARS – A VISUAL HISTORY
- Montage 48/61
- Artists - Larry Enge and Charlotte Lindsey
- Artist Budget - \$30,400

Installed CIP Projects



Founder's Park

- “CATCH”
- Artist – Madeline Wiener
- Artist Budget - \$40,000

Municipal Complex



“Something Real”

- Artist – Steve Gillman
- Artist Budget \$200,000

Municipal Complex



- “Voices of Wylie”
- Artists Po Shu Wang and Louise Bertelsen
- Artist Budget \$90,000

Municipal Complex



“Teatro XIX”

- Artist – Herk van Tongeren
- Donation Value \$500,000

Current Projects

Community Park

- Call for Artist Deadline 3-23-2012
- Artist Budget \$30,000

Olde City Park Mural

- March Call scheduled
- Artist Budget \$15,000

Future Projects



- 2005 Bond CIP Thoroughfares
- 4th Annual Wylie Arts Festival
- 2013 Summer Arts Festival Event-Municipal Complex
- Temporary Art Displays
- Art Demos
- Student Art Displays